

WISCONSIN ARMY NATIONAL GUARD  
ARMY ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

JFHQ-WI, J1 STAFFING – AGR  
2400 WRIGHT ST RM 228  
MADISON, WI 53704-2572

[ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil](mailto:ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil)

VACANCY ANNOUNCEMENT NUMBER: 21-060 ARNG

OPEN DATE: 28 January 2021

CLOSING DATE: 4 February 2021

POSITION TITLE: Training NCO

MOS: 11B30

POSITION GRADE: E6

GRADES AUTHORIZED TO APPLY: E6

DUTY LOCATION: DET 1 HHC 1-128 INF BN, Abbotsford, WI

AREAS OF CONSIDERATION: Open to WIARNG on board AGR that possess the advertised MOS and Grade

**DUTIES AND RESPONSIBILITIES:**

Responsible for schools, travel, and training requests for all unit Soldiers. Position requires knowledge and access to AFCOS, DTMS, DTS, ATRRS applications, and UMR management. Supports the Training Officer and Operations NOCIC in all training related events, and advises the unit leadership in the formulation of the yearly training plan as well as monthly training schedules for IDT and AT periods, manages all unit training trackers to ensure all suspense's are met. Works under the immediate supervision of the Battalion's Operation NCO, and provides personnel administrative support to the battalion staff as directed. Must hold or be able to obtain a Secret Clearance in order to prepare NETUSRs. Perform additional duties as assigned or directed by MDay and FTUS supervisory chains. Normal duty day requires occasional evening meetings with unit leadership.

**HOW TO APPLY**

**All applicants must submit a complete application packet to J1 to be considered for an AGR position.**

- ☐ COVER LETTER that includes: name, rank, Job Announcement Number, Position Title for which you are applying, and contact information (i.e. Phone numbers and an e-mail address).  
**Required for all applications.**
- ☐ If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify their absence. **Failure to include justification for MISSING or OVERDUE items in cover letter will result in disqualification of application.**
- ☐ NGB FORM 34-1 (Application for AGR Position) dated 11 November 2013 (**must be provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. **Double check prior to sending packet.** NGB FORM 34-1 can be found at [https://dma.wi.gov/DMA/hr/pdf/NGB34-1\\_2013.pdf](https://dma.wi.gov/DMA/hr/pdf/NGB34-1_2013.pdf)
- ☐ DMA FORM 181-E or SF 181 (Race and National Origin Identification, form is required for packet, however completion of form is voluntary. Information from form is used for hiring board composition **only**.)

- ☐ DA FORM 2166-9-2 (NCOER) 3 or more most recent NCOERs for E5 and above, to cover most recent 36 months; **\*\*\*Can also submit letters of recommendation, but they will not replace required NCOERs.**
- ☐ Current Enlisted Record Brief (ERB). **\*\*\*\*Can be obtained from your Readiness NCO or Battalion S1.**
- ☐ **\*\*\*Due to COVID 19, current APFT and Height/Weight requirements are suspended until further notice. *Applicants must still submit their most recent passing DA Form 705 and Height/Weight statement.* Soldiers currently flagged will not be considered for AGR positions, and will have to coordinate with their unit to take a passing record APFT and/or height weight screening if they still wish to apply.\*\*\***
- ☐ Due to COVID 19, current PHA requirements (within one year) are suspended until further notice. ***Applicants must still submit their most recent Individual Medical Report (IMR) from MEDPROS,*** that shows their most current PULHES. Applicants PULHES must qualify them for the job/MOS for which they are applying. If they do not, but have corrected their medical deficiencies that need updated in the system, please coordinate with the unit Full Time Staff or HSS to fix records. Please also annotate this information in the cover letter. IMRs can be found at <https://medpros.mods.army.mil/Portal/#/>; Under "Forms", click on the link for IMR Record. That version MUST be the one used for the application.
- ☐ APPROVED STABILIZATION ETP MEMORANDUM (If within 18 months of initial WIARNG AGR tour or 12 months of reassignment) **\*\*\*ETP can be sent through WIPAS separate from packet to expedite through your chain of command for Chief of Staff approval. Please make note in your cover letter that an ETP has been submitted, and route ETP to J1 AGR Branch**

1. **E-mail Scanned or digital PDF** application to: [ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil](mailto:ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil) **with this nomenclature: Job #, last name, first name.** An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3720 DSN 724-3720 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. Applications can also be mailed at applicant's own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-AGR (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Do not submit application packets in three-ring binders, 2 sided, on card stock, or staple pages together. Must be received prior to closing date or it will be disqualified (do not mail out the last day job announcement is open!) Individuals may call 608-242-3720 before job-closing date to ensure the application was received.

3. J1 will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

4. Interested Soldiers must inform their chain of command.

5. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail [ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil](mailto:ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil)